

Office of the Illinois State Treasurer
Position Description

Position Title: Investment Operations Intern
Division: Fiscal
Domicile: Chicago

Position Summary:

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how government agencies and financial entities work together to provide vital services to the public. The Office of the Treasurer maintains departments including Investment Operations, Banking, Information Technology, Communications, Policy, Scheduling/Advance, Legal, and Unclaimed Property that offer hands-on opportunities to understand how a Constitutional Officer and their staff conduct essential job duties.

Supervision:

Reports to the Investment Operations Manager

Supervisory Responsibilities:

N/A

Duties and Responsibilities:

- Provides direct support to the Chief Investment Officer and the Investment Operations Manager to assist in overseeing and optimizing the activities of four divisions, which comprise 56 employees, to execute policy initiatives of the Treasurer and Chief Investment Officer and identify further opportunities for innovation, efficiency, and public service.
- Assists in the analysis of policy, programmatic and data components, including legislation, performance metrics, internal reports, and existing operating procedures, in order to propose recommendations, implement action plans, and enhance staff performance.
- Researches, composes, and edits various written documents, including official memoranda, internal/external reports, and other documents regarding operational changes or initiatives.
- Assists in the operational duties of the following internal committees: Credit Risk Subcommittee, the Investment Review Subcommittee, and other committees as assigned.
- Assists in conducting official correspondence and communicating the Treasurer's message in coordination with various divisions with the Treasurer's Office.
- Assists in overseeing economic and investment analysis and review for the strategic planning of investment portfolios.
- Assists with daily office activities as assigned.
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above.

Required Skills:

- Reliable and detail-oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Works well with others in a team environment
- Ability to multi-task and focus in a time-sensitive environment
- Strong written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- Proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

Investment Operations Intern

Upon completion of this internship, you will have learned:

- How investment operations are managed and executed in a governmental setting
- First-hand, real-time knowledge of and experience working with government investments
- Best practices for investment operations, research, project management, and communications